

Quality Assurance Framework

1. Purpose

A Quality Management Framework requires a commitment to the principles of quality assurance and continuous improvement and has been implemented to guide the daily activities of staff.

2. Application

This policy applies to all staff and students.

3. Policy Statement

SIBT's framework for quality assurance and continuous improvement incorporates the business'

- planning cycle
- review and evaluation mechanisms;
- governance structure; and
- policy framework.

4. Mission, Vision, Core Values and Critical Success Factors

The College Mission, Vision and Core Values are developed with input from all staff and are approved by Navitas.

5. Planning Cycle

Objectives articulated in SIBT's Vision and Mission are embedded in the College through strategic and operational plans.

The SIBT Strategic Plan has a 3 year horizon with an annual review and has evolved into five overarching themes of:

- Customers (including Student Experience and Student Outcomes)
- Financial
- Internal Processes (Strategic Growth, Strategic Marketing, Operational Excellence/Optimal Systems, Processes and Procedures)
- People and Culture

Two additional plans further advance SIBT objectives identified within the Strategic Plan. These are prepared each financial year and are the

- SIBT Marketing Plan
- SIBT Teaching and Learning Plan

The outcomes of these three plans above are then used to inform the SIBT Budget.

6. Approval of Plans

The development and approval of SIBT plans outlined above involves staff, relevant College committees and Navitas.

The Navitas authority limits are articulated in a Board approved delegations policy, which subsequently informs the SIBT delegations policy.

Objectives and strategies articulated in these plans are further embedded in College activities through individual staff performance plans.

All plans are reviewed annually.

7. Governance Structure

SIBT's governance structure provides the framework for both administrative and academic decision making and oversight of quality assurance.

As required by the government regulatory framework in which SIBT operates, academic governance sits apart from management of other aspects of the College.

The formal governance structure is augmented by regular meetings of functional organizational areas.

7.1 Governing Body

SIBT is a wholly owned subsidiary of Navitas Limited and the College governing body is the Navitas Board of Directors.

7.2 Academic Governance

Academic Board is the senior academic body, with delegated authority from the SIBT Board of Directors to oversee and ensure the integrity of academic programs.

Program Advisory Committees provide discipline specific oversight of courses and reports to Academic Board.

Membership of each committee includes SIBT staff and students, as well as partner institutions and industry representatives.

The academic governance model enables all committees to contribute to the continuous improvement of the teaching and learning cycle.

7.3 Non-Academic Governance

The Senior Management Team (SMT) oversees planning, policy, strategy and quality assurance.

7.1 Evaluation Mechanisms

SIBT undertakes a range of evaluation mechanisms to better inform continuous improvement, including:

- internal and external audits

- student and staff surveys
- internal and external moderation processes - see Moderation of Assessment policy.

Results from these processes are fed back into the governance structure to assist in informing continuous improvement and implementation.

8. Policy Framework

The College's policy framework, captured in the SIBT Policy Library also supports quality assurance processes.

Policy reviews are informed by organisational changes, audit outcomes, feedback from evaluation mechanisms and changes to the external regulatory environment in which the College operates.

Proposed policy changes are submitted to the Senior Management Team and Academic Board (if related to academic matters) for consideration, endorsement and approval.

Policies are reviewed on a three year cycle.

AMENDMENT HISTORY

Department:	Quality and Compliance
Approval Authority:	SMT
Approval Date:	01/04/2016
Date for Next Review:	01/04/2019
Revision Date	Summary of changes
01/04/2016	New policy (replaces the UPD Quality and Compliance Policy)